

California Housing Finance Agency

Job Opportunity

Associate Accounting Analyst will consider Senior Accounting Officer (Specialist) Vacancy #259

Salary Range	\$4619-5616
Final File Date	Open Until Filled
Division	Fiscal Services, Financial Reporting Section
Specific Location	12 th & L Streets, Downtown Sacramento
Tenure & Time base	Permanent & Full-time
Number of Positions	One
Questions?	Contact Tanishia Hodge at 916-322-1948, thodge@calhfa.ca.gov California Relay Telephone Service for the Deaf or Hearing Impaired: from TDD phones: 800-735 2929, from voice phones 800-735-2922.
Eligibility	<p>State Employees: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list.</p> <p>Non-State Employees: To be considered for this vacancy, you must have established eligibility. Eligibility is established by competing successfully in an appropriate exam. Often, exams are not offered at the same time as job opportunities. Your first step in getting a job with the state will be to establish list eligibility by competing in an exam. We post our exams on our web site's exam page http://www.calhfa.ca.gov/about/employment/exams.htm and on the State Personnel Board's web site.</p> <p>To learn more about exams, how to get a job with the state, and the state's hiring process in general, visit the State Personnel Board's web site at http://www.spb.ca.gov/jobs/faq/non_state_employee_information.htm</p> <p>STATE YOUR ELIGIBILITY FOR THIS VACANCY IN SECTION 12 OF YOUR APPLICATION – YOUR APPLICATION MATERIAL MAY NOT BE CONSIDERED WITHOUT THIS INFORMATION.</p> <p>SROA/Surplus/Reemployment status applicants should attach proof of this status to the application.</p>
How to Apply	<p>A separate application is required for each of our vacancies. The HR Office will not make copies of applications. Applications with multiple vacancies will be considered only for the first vacancy listed on the application.</p> <p>Submit a standard State application form (resume may be attached) to: Human Resources Office California Housing Finance Agency P.O. Box 4034 Sacramento, CA 95812-4034 Applications are available at the State Personnel Board's web site at www.spb.ca.gov or by contacting CalHFA.</p> <p>SPECIFY ON YOUR APPLICATION THAT YOU ARE INTERESTED IN VACANCY #259, ASSOCIATE ACCOUNTING ANALYST OR SENIOR ACCOUNTING OFFICER (SPECIALIST).</p>
Duties <i>Equal Opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.</i> <i>It is the objective of the State of California to achieve a drug-free state workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.</i>	<p>Under the general direction of the Accounting Administrator II, this Associate Accounting Analyst performs the following duties in the Financial Statement Services Unit:</p> <p><u>Essential Functions:</u></p> <p>20% Prepares monthly adjustments and quarterly accruals to record investment income and adjustments to fair market values of investments. Researches and corrects any reconciling items with investment agreement providers. Calculates and prepares SMIF interest accruals. Prepares quarterly summaries of purchase and sales of investment agreements, securities and commercial paper.</p> <p>20% Records all transactions related to single family investments, including investments in investment agreements, commercial paper and securities. Records purchases and sales of securities, deposits and withdrawals from investment agreements and receipt of monies from investments in mortgage backed securities.</p> <p>15% Performs a monthly reconciliation of investment agreements, reconciling the investment agreement balances per the provider's statements, per the Agency's spreadsheets which record and track activity and balances for the investment agreements and per the trial balance. Researches and corrects any reconciling items.</p>

	<p>15% Prepares year-end audit schedules related to investments and other supporting calculations for the annual financial statements. Meets with auditors to discuss and answer questions related to the Agency's policies and procedures for accounting for single family investments. Reviews and comments on the management discussion and analysis section of the annual report for the Housing Finance Fund, as well as the footnotes to the annual financial statements.</p> <p>10% Prepares ad hoc financial reports for Agency staff, the Borad of Directors, ther governmental entities and outside parties. Performs account anagnosis and maintenance, such as analyzing and reconciling SMIF/Cash accounts of all funds.</p> <p>10% Reviews the Trustee's – US Bank and State Controller, statements and provides instructions for recording staff.</p> <p>5% Prepares draw letters, transfer requests and other supporting documents to effect investment agreement withdrawals for monthly loan assignments, to meet FIFO requirements on certain investment agreements and to support certain debt service transactions.</p> <p><u>Marginal Functions:</u></p> <p>5% Performs other duties as required. This may include assist in the process of financial reports, writing and maintaining procedures for all of the above duties, as well as participating in on-going discussions related to the fiscal services automation project.</p>
2/9/2009	